CHAPTER 66

OFFICER PROMOTIONS

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CHAPTER 66

OFFICER PROMOTIONS

SECTION 1

INTRODUCTION

6601. The Promotion System

The officer promotion system is controlled centrally, relies on objective reporting over an individual's career to allow consideration for progressive promotion, and has many safeguards. A promotion system is necessary to ensure that:

a. Personnel of the appropriate quality are assigned to positions of responsibility.

b. High-quality recruits to the Royal Navy are attracted and retained.

c. A fair chance of promotion in the Service is given, and is seen as being given, to those concerned.

d. Medical personnel are to refer to JSP 755 Part 2 Vol 2 - Unified Career Management (UCM) harmonised TACOS. Personnel in-Service or undergoing Phase 1 or 2 training on 1 Jan 24 will remain on sS legacy TACOS. Personnel promoted post 1 Jan 24 will transfer to harmonised UCM TACOS. Promotion for medical personnel on sS TACOS will be subject to the most beneficial between harmonised UCM or legacy e.g. personnel will enter promotion zone at the earlier of the two timings and exit the promotion zone at the latest of the two dates.

6602. Promotion Types

In the initial stages of an officer's career, automatic, non-selective, substantive promotion is used to ensure proper remuneration tied to rank and length of service or seniority in the rank. Selective substantive promotion is used thereafter as responsibilities increase. The selection process is formal, objective and thorough.

6603. Non-substantive Promotion

Non-substantive promotion is available to Career Managers as a short-term palliative to meet a Service requirement that cannot be satisfied by substantive means. There are two types of non-substantive promotion, as briefly outlined below.

a. **Acting Higher Rank (AHR).** AHR may be used to fulfil short-term Service requirements which cannot be met by those who already hold the substantive rank or for those who have been selected for it competitively and are required to serve in the AHR until the effective date of substantive promotion (see Para 6621). Officers awarded the AHR receive the pay of the higher rank but do not accrue seniority in the higher rank.

b. **Local Rank.** Local Rank may be granted occasionally for representational or traditional purposes. Local rank may be higher or lower than substantive rank, and pay remains at the substantive rank level.

6604. Substantive Promotion

There are two types of substantive promotion:

a. **Selective.** Selective promotions are competitive within each branch at each rank.

b. **Non-Selective.** Non-selective promotions are automatic, based on seniority in the rank and/or time in service, and satisfactory performance (see Section 3, starting at Para 6627).

SECTION 2

SELECTIVE PROMOTION

6605. Introduction

The common principles covering the selection process for all promotions are detailed below. Specific instructions for selective promotion to Flag, General, 1 Star and Captain/Colonel rank, the selection of Chaplain of the Fleet and Principal Chaplains, Full Term Commission (Aviator) officers, and Reserves officers can be found at Annex 66A.

6606. Promotion Eligibility

a. Officers who have received a positive recommendation for promotion in their current substantive rank will be considered for promotion provided that their terminal date is after the effective date of promotion (see Para 6621)[1]. This does not apply to those on extensions of service on their current commissions

b. **RM Officers Only.** In addition, eligible RM officers must meet the following criteria to be considered eligible for OF2 to OF3 selective promotion:

(1) Naval Analysis Course (NAC).

(2) Captain's Warfare Course (CWC) (DE officers only).

(3) Junior Officer Leadership Programme 2 (DE officers only).

(4) Military Analysis (B) or UKSF Officers' Week (not RMBS officers).

(5) Walcheren Essay (not RMBS officers).

(6) Director of Music Qualification (RMBS officers only).

c. Eligible officers who are temporarily physically or medically unfit, or awaiting Court Martial or other disciplinary proceedings will be considered by Selection Boards but, if selected, their promotion may be deferred or cancelled depending upon the outcome of the prevailing circumstances.

d. As an exception to the rule in sub para c, RM Officers are required to have a valid RM Fitness Test (RMFT) pass recorded in JPA (or hold an approved permanent waiver or a temporary operational/medical extension or waiver) at the Common Reporting Date to be eligible for RM promotion boards and again at the CPD to enable substantive promotion.

e. Officers whose applications for Early Termination have been approved by their Career Manager will remain eligible for consideration for selective promotion providing that they are still serving on the day after that on which the Board sits.

[1] For promotion to OF4 and OF5 this is the earliest possible date of substantive promotion i.e. 1 Jul of the year of the board.

6607. Promotion Requirement

a. Promotion Boards are required to select suitable officers for promotion primarily on the basis of merit (see Para 6508) subject to the defined numerical, profession and discipline, and, for promotion to OF5 and above, Career Fields (CFs) set annually for each rank and profession.

b. A Smoothed Promotion to Requirement (SPR) is used to provide a means of reacting swiftly to the predominantly short-notice changes to the workforce requirement for each rank. Promotion targets, in the form of Maximum Authorised Numbers (MAuN), are based on the Planning Liability (see Para 0304), and fluctuations are smoothed over a rolling 3-5 year period. The aim is to give some predictability and to maintain as steady a flow as possible into the higher ranks.

c. Board members are informed of the MAuN by profession, discipline and, where required, Career Field. Promotion Boards, however, are not obliged to select the number authorised if there are insufficient candidates demonstrating the required merit. Where there are additional mandated profession/discipline, structural and/or reserved rights requirements, selections are required to be made on merit from the list of A-graded candidates only (see Para 6611).

d. For promotions to 1* and 2*, Career Field targets (as expressed in Maximum Authorised Numbers) will remain based on structural requirements, informed by the Planning Liability/Workforce Requirement. The Flag and Senior Officer's Appointments Board (FSOAB) (see Chapter 60 Section 4) will use its discretion, advised by Dir P&T/Nav Sec and Head, Senior Officers Career and Talent Management (Hd SOCTM), to determine the number of promotions it awards on an annual basis.

6608. Spare

6609. Spare

6610. Psychometric Assessment

All promotions, and FSOAB approved appointments, at OF5+ in the Royal Navy will be informed by the use of psychometric assessment as a Decision Support tool. A series of psychometric tests (assessing personality, motivation and cognitive abilities) will be administered to all candidates selected into the Pool for promotion to OF5, Initially test results will have a validity period of 5 years but this will be subject to review and there will be opportunity for individuals to be re-tested in advance of being considered for promotion if required by the NA.

6611. Promotion Categories

The following are used in conjunction with the definition of 'merit' (see Para 6508) during the promotion selection process:

a. **A.** Officers who, in comparison with others of their rank and profession or Career Field , display merit for selection at this board and are ready in all respects for substantive promotion.

b. **B+.** Officers who, in comparison with others of their rank and profession or Career Field, do not merit selection at this board but are considered promising candidates, who stand every possibility, based on current reporting, of being assessed A at the next board.

c. **B.** Officers who, in comparison with others of their rank and profession or Career Field, do not merit selection at this board but have sufficient evidence to indicate they will be considered as promising candidates in due course.

d. **C.** Officers who, in comparison with others of their rank and profession or Career Field, do not merit selection at this board and have insufficient evidence to indicate when they will be considered as promising candidates.

e. The criteria that apply for selection to OF6 and above are described in Annex 66A.

6612. Promotion Guidelines

a. Officers are considered for promotion on the basis of their whole record and Selection Boards are not bound to accept the recommendation of a current reporting officer. If any candidate receives less than a YES recommendation for promotion, the board is free to select that officer if they feel that other considerations outweigh the recommendation. If the recommendation is IK, the board will base its judgement on earlier reports; in this way no officer is unfairly treated due to discontinuity in reporting.

b. **Reports on Officers in NATO Staff and Exchange Appointments, and on Secondment.** Officers assigned to NATO staffs, exchange assignments and those on secondment may well only be reported on by Foreign and Commonwealth officers or private sector civilians, many of whom are not familiar with the Naval reporting system. Experience of non-UK service and non-MOD civilian reporting officers is that they do not always focus on the attributes of specific interest to selection boards, nor do they always follow the guidance on reporting provided. Furthermore, the fact that some of these assignments are high profile, politically sensitive and demanding may not be represented adequately by reporting officers. Royal Navy personnel who undertake these assignments should be given particular credit for service abroad and this should count towards merit for promotion. For promotion to OF6 and above, any officer with no UK officer in their reporting chain will be treated exceptionally and their application allowed to progress to the pre-FSOAB sift (see Para 6018).

6613. Convictions for Offences and Censures

a. **Discrimination.** The fact that an officer has been convicted of an offence or awarded censure is recorded in their Official Record until they are ‘spent’ in accordance with the Rehabilitation of Offenders Act 1974 (ROA74) (as amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012) and MOD policy. Board members are required not to discriminate unlawfully against candidates, in accordance with MOD Diversity and Inclusion policy (see Chapter 30).

b. **Offences.** Sentences passed by Service and civilian courts are subject to statutory and MOD-directed rehabilitation periods. The general purpose of the ROA74 (as amended) and MOD policy is to enable all but the most serious criminal offenders to put their criminal record behind them after a specified time. Convictions by civilian courts, courts martial and, in some cases summary trials, are recorded in promotion files, as are the dates on which they will be spent. Once spent, references to offences are expunged from the Official Record by the Officer Promotions Section.

c. **Censures.** Censures may be awarded either as a Naval Penalty following conviction by a civilian court or by Higher Authorities in circumstances which do not warrant criminal or disciplinary proceedings or sanctions. They are recorded in promotion files together with the dates on which they will be spent. Censures awarded as a Naval Penalty will be spent after the statutory or MOD-directed rehabilitation period has elapsed. Other censures will be spent after five years or earlier if so, directed by the Higher Authority awarding the censure. Once spent, references to censures are expunged from the Official Record and archived files by the Promotions Section.

d. **Diversity and Inclusion.** Board members are also required to give due consideration and weight to comments within appraisal reports that indicate any failings in an officer's attitude towards the principles and practices of diversity and inclusion. Any indication that performance has fallen short in this area will not be regarded lightly (see Chapter 30).

6614. Promotion Documentation

Selection Boards will be provided with the following documentation on all eligible candidates (for promotion to OF6 and above, Paras 6018 and 6021 provide full details of promotion documentation):

a. **Official Record.** The Official Record, often referred to as the selection file, is a folder containing all Annual Reports, other reports and admissible documentation on an officer for consideration by promotion boards.

b. **Profile Sheet.** A Profile Sheet accompanies every Official Record and provides a historical record of the Annual Reports raised on the officer through their career, and catalogues the assessments awarded and recommendations for promotion.

6615. Promotion Selection Process

a. For promotions to OF6/7/8, see Paras 6017 and 6018. For promotions to OF3/4/5, a single Annual Promotion Board is convened for each profession. Board members read the selection files of all candidates independently and grade each candidate's potential for promotion. The board then convenes in session to discuss and agree the assessment of each candidate's suitability for promotion, awarding a grade based upon the collective view of the board. Having considered the detailed promotion requirement (see Para 6607), the board selects the required number of candidates from those graded A.

b. **Pre-Board Review (PBR).** For promotions to OF3/4/5 a PBR of all eligible candidates is carried out, the purpose of which is to reduce the reading load. PBRs are carried out by the Promotions Section Board Secretaries, whose task is to review the files of all eligible officers and organise how files are read by APB members.

c. To ensure that APB members' reading is focussed on the most compelling candidates, a three-list process is conducted during the PBR.

(1) List 1 is defined as candidates who display merit for selection at this board and are read by all board members.

(2) List 2 candidates will be awarded a grade B. Each board member audits a third of List 2 candidates and will call forward for collective reading and discussion the files of those they consider are displaying merit for selection at this board.

(3) List 3 candidates will be awarded a grade C. Each board member audits a third of List 3 candidates and will call forward for collective reading and discussion the files of those they consider are displaying merit for selection at this board.

6616. Promotion Board Members

a. Promotion Boards are convened to select officers for promotion to OF3/4and consist of three members, one of whom is a non-profession (independent) member. The board chair will be two ranks above the rank being considered, with the profession and independent board members, one rank above the rank being considered. The board will have a mix of male and female members.

b. For promotion to OF5, the APB will comprise an OF6 chair, who holds the relevant CF KSEB, and two OF6 (one of whom may be a Senior Civil Servant) board members. The board will have a mix of male and female members.

c. For promotion to 1 Star and 2 Star rank, the FSOAB acts as the selection board, selecting from Fields generated by the pre-FSOAB sift (see Para 6018).

d. Hd Proms is responsible for assigning board members and this is done in accordance with instructions approved by the Navy Board. The requirements for each rank and profession are specific and it is also Hd Prom's duty to make sure the spread of expertise is such that each discipline is adequately represented and, where possible, members are assigned from diverse backgrounds.

Table 66-1. Promotion Board Membership

Promotion Board	APB Membership
OF2-3	Chair: Profession OF4 Profession OF3 Independent OF3 Sec: Proms BS
	APB Membership
OF3-4	Chair: Profession OF5 Profession OF4 Independent OF4 Sec: Proms BS
OF4-5	Ops and Mgt of Def: Dir OAC/Hd DOC/Independent SCS or OF6 Ops Sp and Def Eng: FGen DD Logs/Navy COS HQ/Independent SCS or OF6 Cap&Acq and Pers: DD Ships Acq/DD People Delivery/Independent SCS or OF6 Sec: Proms BS

Table 66-2. Promotion Board Membership

	Pre-FSOAB Sift/Ratify Panel (see Para 6018)	FSOAB Membership
Capt RN/Col to Cdre/Brig	Sift: Hd Proms Ratify: Hd SOCTM Dir P&T/NavSec Career Field Champion	Chair: CNS/1SL 2SL Flt Cdr DG Ships FSOAB Ind Member (non-voting) Dir P&T/NavSec (non-voting) Sec: Hd SOCTM
Cdre/Brig to RAdm/Maj Gen	Sift: Hd Proms Ratify: Hd SOCTM Dir P&T/NavSec Career Field Champion	Chair: CNS/1SL 2SL Flt Cdr DG Ships FSOAB Ind Member (non-voting) Dir P&T/NavSec (non-voting) Sec: Hd SOCTM

6617. Promotion Board Advisers

The appropriate Profession / Career Field Career Manager will act as the Board Adviser. Their role is to provide any additional guidance to the board that has not been covered in the detailed promotion requirement (see Para 6607); relevant assigning factors such as continuity of reporting; further advice on reserved rights issues and the career management perspective. For promotion to Commodore/Brigadier and above, Dir P&T/NavSec, Hd SOCTM and the appropriate Career Field Champion will be available to act as advisers to the FSOAB.

6618. Promotion Board Records

On completion of all promotion boards, the Board Secretary will prepare the SCIO generated score signing sheet, containing the details of every eligible candidate with their score, for approval by the Chair.

6619. Data Protection Act (DPA) and Selective Promotion Boards

The data contained in the historical record of the Board and any other information generated during the Board process as it affects an individual is disclosable under the DPA, but only after the announcement of the promotion selections has been made. Given that the Board's decision is a corporate one and that minutes of the proceedings are not taken, it follows that individual board members' votes and personal notes may not be truly representative of the final outcome. It is for this reason that Board Members must destroy all records and data they hold outside SCIO on completion of the Board (see also Para 0109 and Annex 1C - DPA).

6620. Promulgation

a. Unit COs/Notifying Officers will receive an automated email from SCIO every Monday at 0800 with details of those people who have been successful and unsuccessful at a promotion board in the previous week. This will allow the Chain of Command to discharge their normal leadership and management responsibilities before the results are published to candidates at 1000 by SCIO/MyNavy, together with the full notification on the Workforce Appraisals and Career Progression Team SharePoint site.

b. Selections for substantive promotion to Commander RNR, Lieutenant Colonel RMR, Captain RN, Colonel, and Commodore and Brigadier are announced via the webpage on the last Thursday of each month and released to the media at the same time once the individual and selected senior officers have been informed. Promotions to Flag and General rank are released to the media once the individual and selected senior officers have been informed. All selective promotions are confirmed in the London Gazette.

6621. Effective Dates of Promotion

Annual selective promotions will be effective as follows:

a. To OF3 (including Maritime Reserves) - on 1 Oct of the year following the selection notification.

b. To OF4:

(1) On 30 Jun of the year following the selection notification.

or

(2) When assigned to a qualifying OF4 assignment[2] in the period between selection notification and 30 Jun of the following year; subject to the following conditions:

[2] An established post in JPA where the preferred rank is OF4, the post is not rank ranged or a designated Margin post and the assignment is for a minimum of 3 months.

(a) Officers selected for promotion who are already properly established in a qualifying OF4 assignment will be substantively promoted on 1 Jul providing there are no short-term plans to relieve them.

(b) Where an OF3 selectee is assigned to a qualifying OF4 post before 1 Jul in the year of notification, they will do so in the Acting Higher Rank until 1 Jul; this time may count towards the minimum 3 months criteria for an OF4 qualifying assignment.

(3) When assigned to psc(j) Accredited Staff Training (including any associated language training) in the period between selection notification and 30 Jun of the following year, but no earlier than 1 Jul in the year of the board.

c. To OF5/6/7 - on taking up an assignment in the higher rank. Further details in Annex A.

d. To OF4/5/6 in Medical, Dental, Medical Services and QARNNS professions and Maritime Reserves – on taking up an assignment in the higher rank.

e. To OF7 and above - as determined by Dir P&T/NavSec in consultation with the First Sea Lord.

6622. Provisional Selection

The procedure for provisional selection and promotion to Commander and Lieutenant Commander (and RM equivalents) is designed to increase efficiency by allowing properly planned assignments. This aim will normally be met by timing the assignments of provisionally selected officers to posts complemented for the higher rank to take effect as closely as possible to the due day for confirmation of their promotion. Should circumstances arise that make it necessary to assign an officer to a post complemented for the higher rank before confirmation of the promotion, the granting of AHR will be decided by Dir P&T/NavSec at the time the assignment is made and will not depend on representations being made by the officer or any administrative authority.

6623. Confirmation of Selective Promotion

Confirmation of selective promotion is subject to continued eligibility on the effective date of promotion. Officers selected must:

a. Continue to be recommended for promotion. This will be assumed unless an adverse 'Special' Report is raised[3] and received in Dir P&T/NavSec's Department before the effective date of promotion.

b. Have not requested Early Termination[4].

c. Be medically fit for promotion (see Para 6626).

[3] JSP757_Pt2_Vol1 Ch 1 Annex A para 1b(8).
[4] An individual with an extant application for premature release on the effective promotion date will automatically be presumed to have refused promotion and will be deselected (see Para 6625).

d. **RM Officers Only**. Hold a valid RMFT pass on the effective date of promotion or be in possession of an approved waiver (see Para 6606).

e. Not be awaiting Court Martial or other disciplinary proceedings. Eligibility in each case will be decided on its merit.

6624. Candidates Refusing Promotion

Officers who, following selection for promotion, refuse such promotion will be deselected. Similarly, any officer not wishing to be presented to a promotion selection board may withdraw at their own request. Requests to refuse promotion or withdraw from a promotion selection board must be made in writing to the appropriate Branch Promotion Board Secretary, via the relevant Career Manager, prior to the common promotion date (if refusing promotion) or the promotion selection board (if withdrawing from the process). Officers will be considered at the next annual promotion selection board following refusal or withdrawal providing that they continue to meet the eligibility criteria.

6625. Career Intermissions and Unpaid Leave

Officers on career intermissions and unpaid leave will continue to be considered for promotion. RNR officers on List 6 are not eligible for promotion.

6626. Medical Fitness

Officers who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

a. **Personnel with a Permanently Reduced JMES.** All individuals who have been awarded a permanently reduced JMES code by RNMBOS or by ROHC will be assessed by the RNMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the RNMEB is unable to offer continued employment in a higher rank then the individual will be deemed medically unfit for promotion.

b. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous RNMEB determination (see para 6628 sub para b above).

(3) Where an individual is pregnant and has the JMES code of E6, their fitness for promotion should be assessed in light of their previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then they should be considered fit for promotion. If they were previously in a permanently reduced JMES, they should be assessed as per their previous RNMEB determination (see para 6628 sub para b above).

(4) If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for promotion. If it is considered not likely, then the individual will need to be referred to RNMBOS for a permanent medical category to be awarded and their eligibility is to be determined by RNMEB.

(5) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent RNMBOS/ROHC and RNMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the RNMBOS or ROHC and the RNMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(6) Any doubtful case is to be referred to the RNMEB.

SECTION 3

NON-SELECTIVE PROMOTION

6627. Introduction

The timing of non-selective promotion is decided by seniority, service or completion of training. Full details of pay are contained in JSP 754 and training in BR 8374.

6628. Conditions

Non-selective substantive promotion is subject to eligibility criteria and the following additional conditions:

a. Recommended for promotion. Commanding Officers are to consider very carefully the performance of all Midshipmen and Sub Lieutenants (and equivalents) with a view to their suitability for non-selective promotion to Sub Lieutenant and Lieutenant respectively. A positive recommendation will be assumed unless an adverse Special Report[5] is raised and received in Naval Secretary's Department before the effective date of promotion.

b. Have not requested Early Termination[6].

c. Not under Admiralty Board Warning (Character and Leadership) (see Para 6639) or on Quarterly Report (see Para 6645).

d. Not under Admiralty Board Warning (Professional) (see Para 6640).

e. Be medically fit for promotion (see Para 6626).

f. **RM Officers Only**. Hold a valid RMFT pass on the effective date of promotion or in possession of an approved waiver (see Para 6606).

g. Not awaiting Court Martial or other disciplinary proceedings. Eligibility in each case will be decided on its merit.

h. For the Maritime Reserves, successful completion of mandated training (Training Matrices).

6629. Notice of Promotions Due

a. A rolling two-month warning notice of anticipated non-selective promotions is published by the Officer Promotions Section monthly on the Workforce Appraisals and Career Progression Team DefNet webpage.

b. Commanding Officers of affected officers are to contact the Officer Promotions Section and appropriate Career Manager, at least 10 days before the effective date if an officer does not meet the prescribed conditions above.

[5] JSP757_Pt2_Vol1 Ch 1 Annex A para 1b(8)
[6] If an officer withdraws their Notice after the effective promotion date, and that withdrawal is approved by the Career Manager, they will be promoted with effect of the date of application.

c. BRNC (SO3 Training) is to advise the Officer Promotions Section of officers listed on the warning notice who have yet to complete INT(O) (see Para 6637).

d. Loss of seniority for delays in initial training may also be relevant (see Para 6637).

6630. Notice of Promotions Made

The notice of promotion will be sent to the London Gazette for insertion after the effective promotion date.

6631. Promotion up to Lieutenant RN[7] - Direct Entry Warfare, Engineer, Logistics and Medical Services Officers

Regardless of an individual's age or educational qualifications held on entry, all Direct Entry Warfare, Engineer, Logistics and Medical Services officers will join BRNC Dartmouth as an Officer Cadet and promote to Midshipman on successful completion of Initial Naval Training (Officers) (INT(O)). On completion of 12 months' service from their date of entry, officers who have successfully completed INT(O) will be promoted to Sub Lieutenant. Individuals who fail to complete INT(O) within a year of joining the RN should refer to Para 6637 for the rules relating to backdated awards of pay and seniority. Thereafter, officers will be eligible for promotion to the rank of Lieutenant on attaining 30 months' seniority as a Sub Lieutenant. Promotion beyond the rank of Lieutenant is by selection.

6632. Promotion up to Captain RM[8] - Royal Marines Officers

Regardless of an individual's age or educational qualifications held on entry, all Direct Entry RM officers join CTCRM Lympstone as a Second Lieutenant and will remain in the rank until successful completion of the RM officer initial training course, at which point they will be promoted to Lieutenant RM with seniority backdated to 12 months from their date of entry (see Para 6637 for the rules relating to backdated awards of pay and seniority for RM officers who fail to complete their initial training on time). Thereafter, RM officers will be eligible for promotion to the rank of Captain RM on attaining 30 months' seniority as a Lieutenant RM. Promotion beyond the rank of Captain RM is by selection.

6633. Promotion to Lieutenant RN/Captain RM[9] - Upper Yardman (UY)/Corps Commission(CC)/Senior Upper Yardman (SUY)/Senior Corps Commission(SCC)/Warrant Officer Commissioning Scheme (WO1CS) Candidates

Since the introduction of ROES, the seniority levels and promotion timescales for UY/CC and SUY/SCC individuals based on their previous experience have been revised. An individual is not considered eligible to be a UY until they are on the trained strength. While it is possible for an individual to be selected as an Officer while under Phase 1 or Phase 2 Training, they would be considered to be a Direct Entry officer. The seniority levels on commissioning through the UY/ SUY, CC/ SCC schemes and the WO1CS, are detailed in Tables 66-3 and 66-4.

[7] Post 1 Sep 13
[8] Post 1 Sep 13
[9] Post 1 May 18

Table 66-3. Royal Navy.

Reckonable service after achieving GTS	RN rank/seniority on entry (X, E, L and MS)	Indicative Time to promotion to Lieutenant
Under Trained Strength	Midshipman (considered direct entrant)	42 months
UY Ratings with under 2 years	Sub Lieutenant	30 months
UY Ratings below WO1 with over 2 years	Sub Lieutenant with 12 months seniority	18 months
SUY Ratings below WO1	Sub Lieutenant with 12 months seniority and on promotion to Lieutenant awarded an additional 6 month's seniority	18 months
SUY WO1s	Sub Lieutenant with 18 months seniority and on promotion to Lieutenant awarded an additional year of seniority	12 months
CWOs/ SUY(WO)s (between 1 May 18 and 30 Nov 20)	Lieutenant with 1 year of seniority	N/A
WO1CS (post 1 Dec 20)	Lieutenant with 1 year of seniority	N/A
SCWO (post 1 Dec 20)	Lieutenant with 3 years of seniority	N/A

Table 66-4. Royal Marines.

Reckonable service after achieving GTS	RM rank on entry.	RM Rank on Completion YO Training.	Indicative time to promote to Captain .
CC Officer	2nd Lieutenant	Lieutenant (back dated to 12 months from joining date)	26 months from passing out
SCC Ratings below WO1 with over 2 years	Lieutenant with 6 months' seniority and on promotion to Captain awarded an additional year of seniority	N/A	24 months from commissioning.
SCC WO1s	Lieutenant with 18 months' seniority and on promotion to Captain awarded an additional year of seniority	N/A	12 months from commissioning.
CWOs/ SUY(WO)s (between 1 May 18 and 30 Nov 20)	Lieutenant with 1 year of seniority	N/A	
Corps RSMs and WO1CS(post 1 Dec 20)	Captain with 1 year of seniority	N/A	N/A
SCWO (post 1 Dec 20)	Captain with 3 years of seniority	N/A	N/A

6634. Medical and Dental Officers

a. **Rank on Entry.** Rank on entry for a Medical or Dental officer is laid down in Chapter 48.

b. **Non-Selective Promotion.**

(1) Non-selective promotion to Surgeon Lieutenant is automatic on date of full registration with the GMC.

(2) Non-selective promotion to Surgeon Lieutenant (D) is automatic on date of successful completion of 1-year VDP training.

(3) Non-selective promotion to Surgeon Lieutenant Commander/Surgeon Lieutenant Commander (D) is in accordance with UKStratCom HQ SOI 06-21 UCM Healthcare and Medical Terms of Service, Annex B, Appendix B2 Promotion criteria for Medical Officers, Appendix C2 Promotion criteria for Dental Officers[10]

c. Promotion beyond the rank of Surgeon Lieutenant Commander/Surgeon Lieutenant Commander (D) is by selection.

d. **Additional Seniority.** For Medical, Dental and QARNNS Officers joining the RN post 1 Jan 24, refer to individual Specialisation Annexes with JSP 755 Part 2 Vol 2

6635. Queen Alexandra's Royal Naval Nursing Service Officers

a. **Rank on Entry.** Rank on entry for QARNNS officers is laid down in Chapter 48.

b. **Non-Selective Promotion.** Promotion to Lieutenant is automatic on attaining four years' seniority in the rank of Sub Lieutenant. Thereafter, promotion is by selection.

c. **Additional Seniority.** Additional seniority may be awarded for previous medical experience. Eligibility for this award is laid down in Chapter 48.

6636. RNR Officer Candidates and Upper Yardmen

a. On passing the AIB, and subject to final selection by the Commander Maritime Reserves (CMR), RNR officer candidates and Upper Yardmen will be promoted to the rank of Midshipman but will not wear rank insignia and will be addressed as Officer Cadets until completion of initial training at BRNC (Phase 1A Training). Promotion thereafter will be as follows:

(1) Midshipmen will be promoted to Sub Lieutenant following successful completion of Fleet Board at the end of Phase 1B Training.

[10] file:///C:/Users/thurgooda681/OneDriveCloudTemp/MNT1FYJS/SOI_06-21_UCM_Medical_TACOS_v1_4_Jul%2025.pdf

(2) Promotion from Sub Lieutenant to Lieutenant is subject to successful completion of branch-specific training and on attaining a minimum of 3 years' seniority as a Sub Lieutenant.

b. Entry in a higher substantive rank may be authorised exceptionally for professionally qualified officers such as Medical and Merchant Navy officers.

6637. Delays in Initial Training - Impact on Promotion Progression[11]

a. **RN Officers.**

(1) **Phase 1 Training.** RN officers who fail to complete their Phase 1 Training (INT(O)) within 12 months of joining the Service will not be promoted to Sub Lieutenant at this point. Instead, they will be promoted once BRNC have advised the Officer Promotions Section that the training is successfully completed, subject to the conditions in para 6628. At this point, officers will be entitled to apply for backdated pay and seniority to a date 12 months from entry if their failure to complete the training on time is deemed to be attributable to the Service or is for non-Service reasons outside their control e.g. medical, welfare or compassionate. Requests for redress should be forwarded through the CO to the Officer Terms of Service Manager who, in turn, will consult BRNC and the Officer Promotions Section. All cases will be considered on their individual merits.

(2) **Phase 2 Training.** As above, time lost by RN officers during Phase 2 Training as a result of Service reasons or non-Service reasons outside their control e.g. medical, welfare or compassionate reasons, will not normally result in an adjustment to an individual's seniority. Seniority adjustments may be applied to RN officers for back-classing, examination failure, repeated elements of professional training or warning during Phase 2 training (see Para 6639). These adjustments are notified by Officer Terms of Service Manager (see Para 5741),and will affect an officer's promotion (i.e. the additional period of time will not count for seniority purposes) and also impact on pay if applied to the IBD.

b. **RM Officers.** RM officers who fail to complete their initial training at CTCRM on time will be eligible to apply through their CO to the Officer Terms of Service Manager for backdated pay and seniority (to the 12 month point from entry) if the delay in completing the training is deemed to be attributable to the Service or is for non-Service reasons outside the individual's control. All cases will be considered on their individual merits.

[11] **Post 1 Sep 13.**

6638. Seniority Adjustments Following Branch/Specialisation Transfer

Rates of pay are linked to rank and IBD. As such, any adjustments made to an officer's seniority on transfer, as described below, will also have an effect on pay if applied to the IBD.

a. **Untrained Strength.** If an officer under training transfers from one branch/specialisation/profession to another, whether because of failure in the original branch/specialisation/profession or by choice, promotion to Lieutenant RN may be deferred. Officers who have already attained the rank of Lieutenant RN may have their seniority adjusted. The need for any deferment or adjustment is determined by the officer's position in relation to that of their new peers in the branch/specialisation/profession into which they are transferring, and is to ensure, in so far as is possible, that training that does not form part of the training pattern in the new branch does not count towards promotion. See Para 5111 for further information.

b. **Trained Strength.** For an officer on the trained strength transferring from one branch/specialisation/profession to another, promotion may be deferred and/or seniority adjusted. This may result in the implementation of an Specially Determined Rate of Pay (SDRP), as described in JSP 754. The need for any deferment, adjustment or SDRP is determined by the officer's position in relation to that of officers who joined the Service at the same time in the branch or specialisation into which they are transferring, and is to ensure, in so far as is possible, that any training which does not contribute directly to the officer's new branch or specialisation does not count towards an accrual of seniority. See Para 5120 for further information.

6639. Training Warnings

a. Officers under training will not be promoted on their due date if they are under Phase 1 (Tier 3) or Phase 2 (Admiralty Board level) Warning (see Para 5740).

b. Officers who are removed from Admiralty Board Warning (Command & Leadership) (ABW(C&L)) due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the Commanding Officer's recommendation for removal from ABW(C&L) Warning if this is later than the non-selective date. Officers who fail to achieve a satisfactory standard will be compulsorily withdrawn from training under the normal procedures detailed in Chapter 57.

c. RN officers who are due non-selective promotion whilst on Admiralty Board Warning (Professional) (ABW(P)) will have their promotion deferred until removal from warning, at which point any seniority adjustment will be calculated by the Officer Terms of Service Manager and applied to the rank held at the time of warning. The non-selective promotion date can then be recalculated, and the Officer will promote, so long as they remain otherwise eligible (see Para 6628)

6640. Quarterly Report

Officers due for non-selective promotion will not be promoted on their due date if they are under Quarterly Report (or Command Report for the Maritime Reserve). Officers who are removed from Quarterly Report due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the Commanding Officer's recommendation for removal from Quarterly Report if this is later than the non-selective date. Officers who fail to achieve a satisfactory standard will be liable to discharge under normal procedures. See also Chapter 57.

SECTION 4

ACTING RANK ASSIGNMENTS

6641. Introduction

The following regulations cover the award of acting higher rank (AHR) to officers, as distinct from the award of substitution pay (see JSP 754 Chapter 2 Section 7 for full details). They do not apply to Acting Lieutenants who have not been confirmed in rank because they have not acquired the necessary qualifications, or to Acting Sub Lieutenants. In general, the AHR is appropriate when an officer is assigned to perform the full duties of a post at a higher rank because no officer of the required substantive rank and branch is available to do so. This may occur in a period of personnel shortage or when a holder of an assignment dies or is placed in a reduced medical category which will prevent the performance of the full duties of the post for a minimum of three months. Award of the AHR attracts the pay of the higher rank but does not accrue seniority in the higher rank. Substitution pay may be appropriate if an officer is required to perform the duties of a higher rank, normally without being assigned to the post, for a minimum of 21 consecutive days and for periods up to 6 months, and for extensions beyond six months). Relative rank and order of command regulations for AHR officers are shown in BRd 2 (QRRN).

6642. Assigning Notice

Assignments at normal notice in the AHR will be decided by the Career Management Authority before publication.

6643. Local Assignments and Transfer

The senior officer present in an area has authority to fill vacant posts immediately for Service reasons, keeping the Dir P&T/NavSec informed. If the granting of AHR is involved in filling an urgent vacant post, Dir P&T/NavSec's prior approval is required, unless the officer is due substantive promotion within three months.

6644. Selection Criteria for Granting Acting Higher Rank

a. In making selections for AHR, Career Managers should maintain similar principles to those which apply in the case of officers selected for promotion i.e. they should be prepared to accept a degree of assigning inconvenience to ensure that a worthy candidate can take up the assignment. The selection of officers for appointment in the rank of Acting Captain, Acting Commander and Acting Lieutenant Commander (other than those already provisionally selected for promotion) should normally be made from officers who have a high probability of achieving substantive promotion to the next higher rank during the AHR appointment. Over zone officers who narrowly missed promotion to Lieutenant Commander and Commander should be considered only where there is a particular service requirement to which that officer brings the necessary skills. Normally the Career Manager should nominate a minimum of two potential candidates to the appropriate SO1 Career Manager. A note is to be made in the PF of an unsuccessful candidate to provide an audit trail and record the AHR selection process. Occasions will arise when only one suitable candidate can be found to fill a particular specialist post.

b. It is most important that DDPD's approval for AHR is obtained when the best candidate to fill an important post at AHR satisfies the approval criteria at Para 6650 sub para c but does not completely satisfy the AHR selection criteria in Para 6650 sub para a above.

c. AHR may only be granted if all of the following conditions are met:

(1) The post is complemented for the higher rank without alternative. Where the complement allows for alternative ranks, the acting assignment will be in the lowest rank allowed.

(2) No suitable officer of the correct substantive rank is available. 'Suitable' is defined as complying with the Rank/List/Spec/Sub-Spec criteria in the relevant JPA Position and meeting the terms of Para 6652 below.

(3) The period of tenure is expected to exceed 3 months (this rule need not apply when an officer is due substantive promotion within this time).

(4) The officer concerned must be capable of undertaking satisfactorily the full range of tasks of the post to be filled.

(5) The relevant SO1 Branch Manager and SO1 SWPO's advice and approval has been obtained in writing except:

(a) Where an officer has been provisionally selected for promotion to the next higher rank.

(b) When the period of AHR is less than one year prior to automatic promotion due to preserved rights from previous commissions.

It should be noted that advice may depend upon a comparison of the liability and the strength for the category concerned in the period for which AHR is proposed. As a general rule, those graded A, but not selected at the last Board, are highly likely to be promoted next Board and therefore are unlikely to impact the MAuN. Those who are graded B and below are not likely to be promoted next time and therefore this will have a negative effect on the MAuN for the following year. The Naval Personnel Team may still choose to accept a reduction in the MAuN to grant AHR, particularly if the individual has a unique competence. Where agreement cannot be reached between the Career Manager and the Branch Manager, Hd CM, Hd WFP&T will adjudicate.

(6) Suitability for promotion on the most recent Appraisal Report must have been assessed as 'Yes' or higher. AHR will only be granted one step above the substantive rank held.

6645. Acting Higher Rank - Level of Approval

Final approval of AHR is given as follows:

a. **Acting Commodore.** Approval is given solely by the 1SL. When it is deemed necessary to employ a Captain as an Acting Commodore, NA will engage with Hd CM, Hd WFP&T and Dir P&T/NavSec prior to seeking formal approval from 1SL.

b. **Acting Captain.** Approval is given solely by the 1SL. When it is deemed necessary to employ a Commander as an Acting Captain, NA will engage with Hd CM, Hd WFP&T and Dir P&T/NavSec prior to seeking formal approval from 1SL.

c. **Acting Lieutenant, Acting Lieutenant Commander and Acting Commander.** AHR approval is normally given by the relevant SO1 Career Manager providing that the various criteria in Para 6650 sub para c above are met. Should a case fail to satisfy the AHR selection criteria, approval is to be given by Hd CM.

6646. Acting Higher Rank - Procedures to be followed by the Career Manager

a. **When Appropriate.**

(1) When it is intended to assign an officer to a post which is complemented for higher rank without alternative, consideration should always be given to the need to grant AHR. The case should be tested against the principles and criteria identified in the preceding paragraphs. If, having carried out this test, it is considered that AHR is justified, the structural agreement of a Branch Manager and the approval of the relevant authority (see Para 6650 sub para b) are to be sought before the appointment is made. Force majeure should be avoided. For officers already in post (see Para 6658), the agreement is to be sought before the award of AHR is confirmed.

(2) Proposals for award of AHR are to be submitted on the proforma at Annex 66B. The proforma is to be passed via the relevant desk officers for agreement and advice; if agreed at that level, the form is then to be attached to the officer's personal file and passed to the approving authority (see Para 6651). Completed proforma are to be retained with the relevant personal files. A note is to be made in the P/File of an unsuccessful candidate to generate an audit trail and record the AHR selection process.

b. **When Not Appropriate.**

(1) Experience has shown that much correspondence is generated in cases where AHR is considered to be inappropriate. It is important, therefore, that these cases are well documented in the relevant officers' personal files; the position should be made clear (in writing) to both the officer concerned and their Commanding Officer.

(2) In certain cases it may be justifiable to appoint an officer to a post complemented for higher rank (without alternative) and not grant AHR; for example:

(a) When it is for less than 3 months.

(b) When there is clear evidence that the complement is to be downgraded or rank ranged to a lower rank in the near future (Career Managers should ask Commanding Officers to initiate EAF/WAS action to change the Unit Establishment List whenever their knowledge of the post indicates that a lower rank alternative would be suitable).

(3) There will be cases where AHR cannot be granted due to the criteria in Para 6650 sub para c not having been met in full. For example, there is a suitable officer of the correct rank available but the Commanding Officer is not prepared to accept the individual or the only officer available does not have the necessary knowledge or experience to carry out all of the duties involved (i.e. they are not qualified) and it would be inappropriate to give the individual AHR. In these cases, Career Managers are to proceed carefully, having consulted Hd CM, with one of the following options:

(a) Inform the Commanding Officer that the post will have to be gapped (in which case the Commanding Officer may be able to consider the use of substitution pay for an officer within the unit filling another of the complemented posts (see Para 6652 b sub para (4) below)).

(b) Offer to appoint an officer of lower rank as a Temporary Augmentee to undertake part of the duties of the higher rank but leaving the higher rank post empty. In any such case, the Commanding Officer is to be reminded of the need produce a revised set of TORs to give the officer only those tasks which are appropriate to the individual's knowledge or experience. The officer is to be informed in writing of the reason why AHR has not been granted and the Assignment Order is to indicate specifically that AHR will not be granted. A copy of the Appointment Order is to be retained in the officer's personal file. When assigned as a temporary augmentee, neither AHR nor substitution pay are appropriate.

(c) If the Commanding Officer indicates that they will amend the Unit Establishment List to downgrade the post to a lower rank or to allow for the lower rank as an alternative, written evidence of this should be provided before an assignment is issued. The downgrading must be fair and realistic; an officer should not be disadvantaged thereby, and they must not be asked to undertake duties which are beyond their rank or experience. The Commanding Officer would be expected to review the position's Terms of Reference and Job Description. The officer is to be informed in writing of the reason why AHR has not been granted and the Appointment Order is to indicate specifically that AHR will not be granted.

(4) It will be clear that officers are not to be put in the position of having to fill a post without holding the appropriate rank. Career Managers are to ensure that the Nomination correspondence to the Commanding Officer explains the situation and states clearly that AHR will not be granted. A copy of this is to be filed in the officer's personal file.

6647. Acting Higher Rank in Common Appointments

Although the same criteria apply to AHR for Common Appointments (CAPPS) as for other positions, Hd WFP&T will not be willing to agree to the award of AHR unless the availability of qualified officers from all relevant specialisations has been carefully checked. Career Managers planning to nominate an officer who would require AHR to meet the rank criterion of a common appointment must discuss the subject thoroughly with SO1 CMCF DEL and SO1 SWPO in advance of the CAPPS committee's consideration of the position.

6648. Upgrading of Post to a Higher Rank

a. If a position is upgraded to a higher rank without alternative and it is intended that the same officer should continue to hold this position until a substantive relief can be assigned, consideration should be given to granting the AHR to the present holder, providing the period exceeds three months due to the needs of assigning notice. If, however, it is considered that the present holder is not suitable to carry out the higher rank duties and it is intended to relieve the individual on this count, AHR is not to be granted. In the latter example, the officer should be re-appointed no later than three months after the post is upgraded even if it means the post being gapped.

b. If, however, the present holder is due substantive promotion to the higher rank, and is judged competent to carry out the higher rank duties without further training, and it is intended that the individual remains in post on this account, AHR will be granted at the discretion of the Dir P&T/NavSec.

6649. Downgrading of Post to a Lower Rank

If a post which is held by an officer granted AHR is downgraded to a lower rank, the officer will be reassigned in the substantive lower rank from the effective date of the revision to the Unit Establishment List.

6650. Sickness while Holding the Acting Higher Rank

An officer who is medically unfit for duty for reasons beyond their own control while holding AHR may continue to hold the rank for a maximum of four months from the date of being downgraded. An officer who remains medically unfit after four months will be reverted automatically to substantive rank. When fit for duty and if not given an immediate effective assignment, the officer will be eligible to resume the former AHR and pay for any periods of courses, passage, leave etc. to which they would have been entitled. Where medical unfitness is for reasons within the officer's own control, the AHR is relinquished from the date of ceasing duty in the assignment.

6651. Relinquishment

Officers retain AHR until reassigned in the lower rank, or until review by Dir P&T/NavSec if an officer receives an adverse report or is placed on Quarterly Report. JSP 754 contains full details of the circumstances and dates covering the relinquishment of an AHR.

6652. Pay

The regulations for pay for AHR, for successive assignments in the AHR, and SUPA may be found in JSP 754 Chapter 2 Section 7. Substitution Pay (SUPA) is neither a CM retention tool nor a substitute for AHR. SUPA is not an entitlement, but may be paid to an officer who is required temporarily to undertake the full range of duties and responsibilities of a post established for an officer or civil servant of a rank/grade higher than their own which is vacant. It follows that an individual shall not be assigned on a full-time basis into a position and claim SUPA for fulfilling the duties of that position. SUPA can be utilised by the employer when an individual from elsewhere in the organisation conducts all the duties to cover a gapped position in the higher rank.

6653. Provisional Selection

The procedure for provisional selection and promotion to Commander and Lieutenant Commander (and equivalents) is designed to increase efficiency by allowing properly planned assignments. This aim will normally be met by timing the assignments of provisionally selected officers to posts complemented for the higher rank to take effect as closely as possible to the due day for confirmation of their promotion. Should circumstances arise that make it necessary to assign an officer to a post complemented for the higher rank before confirmation of the promotion, the grant of AHR will be decided by Dir P&T/NavSec at the time the assignment is made, and will not depend on representations being made by the officer or any administrative authority.

6654. Local Higher Rank

a. On occasion, particularly when working with foreign nations or external organisations, which do not recognise or do not understand the capabilities of RN officers of junior rank, it may be appropriate to grant Local Higher Rank (LHR). This would be particularly apposite if the officer concerned was required to deal extensively with the Armed Forces of countries where officers of broadly the same equivalent rank to British officers were markedly different in terms of prestige, capability or authority. LHR would be similarly apposite when a RN officer was required to work extensively with predominantly civilian organisations with little previous familiarity with the Armed Forces. Accordingly, in circumstances where an officer of the appropriate rank is filling a position (and AHR or substitution pay is not payable), it is possible to grant LHR, provided that the following conditions are satisfied:

(1) LHR is considered by the local commander to be essential to enable those external authorities with which the officer is required to deal in the course of their duties to understand and appreciate the status and capability of the officer concerned. It is envisaged that the external authorities will normally be civilian organisations or non-British military organisations with limited previous contact with the RN. LHR may be granted for the whole or part of an assignment.

(2) LHR is no more than one step above the substantive or Acting Higher rank of the officer concerned.

(3) In exceptional cases, Dir P&T/NavSec may authorise LHR two steps above the substantive rank of the officer concerned, or one step above any held.

(4) The application is approved at the appropriate level:

(a) For OF5 and OF6, application should be made in writing to NA, who will pass it via Dir P&T/NavSec to 1SL, who has authority to approve.

(b) For OF4 and below, application should be made in writing to the respective SO1 Career Manager, who has authority to approve.

b. All applications should deal with the points above, including the duration for which it is required. Officers who are granted LHR will be entitled to wear the uniform of the local rank granted. They will be entitled to the pay, allowances and general service conditions only of their substantive rank (or AHR). LHR will not attract any pension enhancement or confer any other benefit, save that an officer will be entitled to the same uniform grants as those given AHR for the purposes of striping up (and down). LHR will not incur any return of service liability.

c. LHR ceases on the day after the requirement for it lapses, or the day after a post holder ceases to hold the assignment for which it was granted.

d. Employing officers should be careful to note the difference between AHR and LHR. AHR applies where the post is complemented for an officer of a higher rank because the duties are such that an officer of higher rank should carry them out, but no officer of the correct substantive rank is available. In these circumstances, because the officer is carrying out the duties of a higher-ranking officer, it is right that they should receive the financial rewards which accompany AHR. In contrast, LHR may apply in the following circumstances:

(1) An officer is required to fill a position established for a higher rank but is ineligible for AHR (Paid), as outlined in Para 6650. In this instance, the individual may be awarded LHR until such a time that LHR is no longer required, the position is vacated, or the individual becomes eligible for AHR (Paid).

(2) Where the duties of the post can be carried out by an officer of the rank for which the post is complemented, but it is necessary to give the post holder a higher rank so that their status and abilities will be more clearly understood by those with whom they have dealings in the course of their duties.

e. For the purposes of appraisal, officers holding LHR should be assessed in their substantive rank.

6655. Local Lower Rank

Occasionally, for reasons of tradition, certain command posts will be filled by an officer of a higher substantive rank, who will wear the uniform of and be addressed as an officer of lower rank. Local Lower Rank (LLR) will be authorised by Dir P&T/NavSec. Officers holding LLR will take precedence according to their seniority in their substantive rank. Otherwise LLR will be held under the same conditions as LHR. In particular, such officers will be paid and assessed in their substantive rank.

6656. Resettlement and Terminal Leave

a. An officer leaving the Service involuntarily for reasons other than misconduct, e.g. being retired on age grounds or being made compulsorily redundant, continues to hold AHR during the period of Graduated Resettlement Time and Terminal Leave (see JSP 754).

b. An officer vacating an assignment on submitting their notice relinquishes AHR on the date of ceasing duty in that assignment. Officers will not be eligible for AHR whilst on Terminal Leave.

6657. Honorary Rank on Retirement

a. An officer who has held Acting Higher Rank (AHR) may, on retirement, be awarded that rank in an honorary capacity at the Dir P&T/NavSec's discretion provided they have held the AHR for a minimum period of two years immediately prior to retirement. An officer, who has held AHR, wishing to apply for the award of honorary rank must do so in writing to Navy People-HQ SO1 Protocol, requesting the use of the title of the higher rank. SO1 Protocol on behalf of the Dir P&T/NavSec may approve or decline the request. Any contentious cases or cases falling outside of policy will be forwarded to the Dir P&T/NavSec for a decision.

b. An officer who has held Local Higher Rank (LHR) may, on retirement, be awarded that rank in an honorary capacity at the Dir P&T/NavSec's discretion provided they have held the LHR for a minimum period of two years immediately prior to retirement. An officer, who has held LHR, wishing to apply for the awards of honorary rank must do so in writing to Navy People-HQ SO1 Protocol, requesting the use of the title of the higher rank. SO1 Protocol will refer all LHR applications to the Dir P&T/NavSec for a decision.

c. A Reserve officer may also apply for Honorary rank on retirement under the same policy and qualification periods as a and b above but is to apply in writing to Navy People-CM CAPPS RES SO1. Any contentious cases, cases falling outside of policy and all LHR applications will be forwarded to the Dir P&T/NavSec for a decision.

d. The award of honorary rank will entitle the officer to use the title of the higher rank in civilian life and to wear the uniform of that rank on occasions of ceremony. It does not give entitlement to the higher rank if they are required to return to Regular or Reserve service for any reason. All applications for retention of Honorary Rank at OF5 and above will also be subject to 1SL's approval.

ANNEX 66A

SELECTIVE PROMOTION

1. Admiral of the Fleet

Admirals of the Fleet are selected by His Majesty. Such promotions are not normally made in peacetime and, if they are, they will be in an honorary capacity.

2. Flag and General Officers and One Star Officers

a. Selections for promotion to 3 Star and 4 Star rank are made by the Chief of the Naval Staff/First Sea Lord (CNS/1SL) after consultation with His Majesty, and senior MOD and Service colleagues.

b. Selections for promotion to 1 and 2 Star rank are made by CNS/1SL and the Flag and Senior Officers Appointments Board (FSOAB) (see Para 6017 and 6018).

c. Application for promotion to OF6 will be available to a substantive SQEP OF5 with a positive recommendation 1-Up. Applications will be subject to the process described at Para 6018, subject to having completed 12 months in current role before taking up the next assignment. The FSOAB will have the option to vary this rule if required.

d. Application for promotion to OF7 will be available to a substantive SQEP OF6 with a positive recommendation 1-up and a substantive SQEP OF5 with a 'High' recommendation 2-up. OF5s will be able to pitch at a maximum of 2 OF7 roles whilst at that level. Applications will be subject to the process described at Para 6018, subject to having completed 12 months in current role before taking up the next assignment. The FSOAB will have the option to vary this rule if required. Captains and Colonels who wish to apply for 2* posts and have questions regarding pension tax implications should seek independent financial advice before submitting an application.

e. While the majority of Flag promotions invariably will be targeted at the most senior officers, provision exists for earlier selection if considered appropriate by CNS/1SL. The aim is to make promotions to Flag and General Officer rank at a steady rate in order to maintain an even flow through the Flag and General Officer List. Promotion to Flag rank is made on merit (see Para 6508) regardless of branch. In considering application of this principle, however, CNS/1SL and the Navy Board take into account the requirement to achieve a balance of promotions to Flag rank across skill sets that will increasingly be reflected by Career Fields.

f. Presentation of candidates to the FSOAB for promotion follow the principles and procedures set out in Para 6018.

g. On promotion, officers will be employed on Senior Officer Compulsory Retirement (SOCR) terms i.e. unless selected for a further assignment or promotion, compulsory uncompensated early retirement will follow on completion of the appointment or 3 years in rank (whichever is greater) (see Para 5430).

3. Captain/Colonel Rank (OF5)

a. The OF4-5 Career Field (CF) APB will select promotable candidates on merit in their primary CF.

b. Officers selected for the 'pool' who are already in the AHR will be substantively promoted on 1 Jul of the promotion year providing they are properly established in a complement position and there are no short-term plans to relieve them. However, those officers who are deployed in the AHR in short term positions will not normally be entitled to substantive promotion.

c. Officers selected for the 'pool' who are not selected for a suitable position and consequent substantive promotion within the promotion year will be considered afresh by the next board.

d. The outcome of OF4-5 promotion selection process will be released via MyNavyApp/SCIO.

e. As promotion will be dictated by the requirement, matching the needs of vacant posts with the skills and experience of the individual will be a major factor in determining who is actually promoted. In every case, CNS/1SL will consider individual nominations and the outcome will not be predictable or immediate. The final decision to promote and appoint, however, will be a strategic one insofar as wider Service requirements and normal career management considerations, will be the key criteria. Accordingly, officers selected for the 'pool' by the APB are not guaranteed promotion. Depending on the requirement and type of appointment, promotion is only guaranteed following final confirmation of appointment in the higher rank. Furthermore, for those competing against other Service or civilian candidates, promotion to substantive rank will be conditional upon winning the post.

f. The following specific rules apply to officers selected for the 'pool' for substantive promotion to OF5:

(1) The number of selections will be sized to allow a suitable range of Career Fields, competences and backgrounds to be made available to CNS/1SL to appoint; however, with such flexibility and the considerable number of tri-Service competition posts at this level, the requirement will fluctuate during the year and therefore candidates selected for the 'pool' must not assume they will be elevated to the next higher rank.

(2) Promotion to OF5 becomes effective only on taking up appointment in the higher rank. Should the post be disestablished under re-organisation or re-structuring at any stage before the arrival of the incumbent, then that officer will remain in the 'pool', even if an assignment order has been issued.

(3) Individuals selected for the 'pool', who are assigned to Op Tours, will be substantively promoted if the Op Tour preparation, deployment and POTL total 12 months or longer. To avoid any career disadvantage, the substantive rank will be applicable from the first day of the preparation period. Such promotions will count against the MAuN for that year.

g. On substantive promotion to OF5, officers will be employed on Senior Officer Compulsory Retirement terms. For OF5, this is 6 years in rank or their existing retirement age, whichever is the earlier. This policy also applies to OF4s who have been selected for Commission Extension to Retirement Age 60 and subsequently promote to OF5, i.e. they serve 6 years in rank or to their CE60 terminal date, whichever is the earlier.

4. RNR/RMR Officers

a. To satisfy the unpredictable nature of the OF4 requirements in the RNR/RMR, and to ensure that the potential for promotion of all eligible candidates is properly recognised, a process similar to that used for promotion to OF5 is used. For promotions to OF4 , Promotion Boards consider the eligible OF3 populations and produce a 'pool' of 'Promotable' candidates. Hd CM, advised by CMR, will utilise this list to run suitable candidates for appointments that need to be filled in the forthcoming year. The lists generated by the Promotion Boards, which will not be published, will be valid from 1 Jul of the year of the Board to 30 Jun of the year following the Board. Promotions to OF5 will be considered alongside the other Branches as described in Para 3 above.

b. Those officers identified as being ready in all respects now and selected for the 'pool' will be informed via MyNavy/SCIO.

c. Officers selected for the 'pool' by the Promotion Board are not guaranteed promotion. Depending on the requirement and type of appointment, promotion is only guaranteed following final confirmation of appointment in the higher rank. Furthermore, for those competing against other Service or civilian candidates, promotion to substantive rank will be conditional on winning the post. Officers short-listed, who are not selected for promotion by 30 Jun of the year following the Board, will be reconsidered by the next Board providing they remain eligible.

d. Criteria that apply to RNR and RMR seeking assignment in higher rank are the same as those for Regular officers.

5. Chaplain of the Fleet and Deputy Chaplain of the Fleet

Chaplain of the Fleet is a promoted position that engages at Flag and General Officer level and is Head of the Chaplaincy Branch. The Deputy Chaplain of the Fleet is the promoted rank of 'Principal Chaplain Royal Navy' on JPA and operates at 1*/OF5 level. Applications for Deputy Chaplain of the Fleet follow the process described at Para 6018. Application and sifting are followed by the FSOAB, with Sending Church consultation as appropriate. Principal Denominational Chaplains (PDCs) are not promoted posts and are selected by the Sending Church in consultation with the Chaplain of the Fleet.

6. Full Commission Stage (Aviator) Officers

a. Lieutenants RN and Captains RM on FCS(A) remain eligible for promotion to Lieutenant Commander and Major respectively and will compete alongside other Lieutenants RN and Captains RM on a Career Commission Stage (CCS), Career Commission (CC), Full Commission Stage (FCS) or Full Term Commission (FTC). If selected, they may elect either to remain on FCS(A) or, subject to manning requirements, transfer back to the relevant CCS/CC or FCS/FTC. Officers selected for promotion are required to notify their Career Manager in writing of their intentions within 20 days of the promotion signal.

b. Lieutenant Commanders and Majors RM on FCS(A) are eligible for promotion to Commander and Lieutenant Colonel respectively, and will compete alongside other Lieutenant Commanders and Majors RM on a CCS/CC and FCS/FTC. If selected, they can accept promotion and will be transferred back to the relevant CCS/CC or FCS/FTC. Officers who elect to remain on FCS(A) and decline promotion will not be considered at the annual promotion selection board following refusal. Officers will subsequently be presented to promotion selection boards providing they continue to meet the eligibility criteria. Officers selected for promotion are required to notify their Career Manager and Officer Promotions Section in writing of their intentions within 20 days of the promotion signal.

ANNEX 66B

ACTING HIGHER RANK - APPLICATION FORM

Form 66B - Application for Next Higher Rank (FORMS)